



## **BOUCHER INSTITUTE POLICY**

**Policy Title:** Tuition Refund Policy

**Date of Initial Board Approval:** Pre 2001

**Date of Last Approved Revision:** June 18, 2020

**Person(s) Responsible for Implementation & Adherence:** Registrar/Financial Aid

**Related Procedures:** Modified Enrolment Procedure, Program withdrawal, Dismissal, Dropping or withdrawing from a course procedure.

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The Boucher Institute has adopted the PTIB refund policy to ensure adherence to industry standards in terms of both fairness to students and fiscal responsibility to the Institute.

The effective contract date for a student enrolment contract is the later of:

- the date the student signed
- the date the institution signed

In all cases, where the institute has received a student loan disbursement for the most recent contract, any refunds will first be sent to National Student Loans toward the student's debt.

### **Tuition and Fee Refunds – Program Withdrawal or Dismissal:**

1. If Boucher receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the Doctor of Naturopathic Medicine Program in which the student is enrolled if:
  - a. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - b. the student signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student signed the student enrolment contract and the contract start date; or
  - c. the student does not attend a work experience (clinical placement) component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. Boucher will refund the tuition for the Doctor of Naturopathic Medicine Program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student is absent from the first 30% of the hours of instruction to be provided during the contract term, Boucher may retain up to 50% of the tuition paid under the student enrolment contract.



4. If Boucher receives a notice of withdrawal from a student:
  - a. more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - b. after the contract start date
    - i. and up to and including the date on which 10% of the hours of instruction have been provided during the contract term, the institution may retain 30% of the tuition due under the student enrolment contract.
    - ii. and the date on which more than 10% but before the date on which 30% of the hours of instruction have been provided during the contract term, the institution may retain 50% of the tuition due under the student enrolment contract.
  
5. If Boucher provides a notice of dismissal to a student:
  - a. if the institution has provided 10% or less of the hours of instruction to be provided during the contract term, the institution may retain 30% of the tuition due under the student enrolment contract.
  - b. If the institution has provided more than 10% but less than 30% of the hours of instruction to be provided during the contract term, the institution may retain 50% of the tuition due under the student enrolment contract.
  
6. Boucher will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
  
7. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - a. of the date Boucher receives a student's notice of withdrawal,
  - b. of the date Boucher provides a notice of dismissal to the student,
  - c. of the date that the PTIB registrar provides notice to Boucher that the institution is not complying with section 1(c) or 2 of this policy, or
  - d. after the first 30% of the hours of instruction if section 3 of this policy applies.
  
8. If an international student delivers a copy of a refusal of a study permit to Boucher, sections 1(a), 1(b), 4, 6, and 7 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,



### **Course Drop**

- 1) A student who drops a course as per the course drop procedure may:
  - a. Apply this credit to the current or next tuition payment, where tuition is outstanding
  - b. Be refunded tuition only
    - i. when a drop occurs in the last term of a contract, or
    - ii. if the student's account is at a 0 balance
  - c. request have the credit applied to their future tuition payment due on the next contract so long as the student meets b(i) and b(ii).

### **Course Withdrawal**

- 1) A student who withdraws from a course beyond 30% will not receive a tuition refund
  - a. Unless there are extenuating circumstances (medical withdrawal) and will be determined by the Dean's Council